

**STRATEGIC PREVENTION FRAMEWORK STATE INCENTIVE GRANT
(SPF SIG)
Evaluation Workgroup
March 20, 2007**

MINUTES

PRESENT: Bob Levy, Chair
Jeff Barber
Neal Holtan
Harold Kooreman
Lin Montgomery
Rebecca Smith

DMHA STAFF: Marcia French
Kim Manlove
Veronica Coleman

Call to Order

Bob Levy opened meeting with introductions and approval of minutes from February 20, 2007.

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Updates Reports

A. SEOW Report - Harold Kooreman stated that about 333 community readiness surveys have been received, but more are to come. The report will be final as soon as the data collection is finalized.

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B. Strategic Workplan - Marcia French stated everything with the Strategic Plan was on target and in compliance with the Federal requirements. The conference and workshops have been completed and after the DOA's posting of the survey questions answers will be posted on SPF SIG's website by Wednesday, March 21. March 29th the community proposals are due. Jeff Barber explained the Peer Review process and named the persons recommended to work on the peer review workgroup.

C. Training/Outreach - Marcia stated the last meeting was cancelled. A Power Point presentation has been used to instruct in other workgroups and trainings that the T/O workgroup developed. The next meeting is scheduled for next Tuesday, February 27th.

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D. Discuss interface data and collection process usability - Harold Kooreman stated WESTAT will provide a protocol to use for data collections. The State does not have a current data base program for data collection. Bob Levy stated the projected start date is July 1, 2007, for process and planning. There will be a need to implement a readiness survey in 2008 for the annual survey process. Neal Holtan shared that there is a "Data Folder" for evaluations that is available for data interfaces.

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E. Review and discuss evaluation documents of 'Capacity Bldg Checklist' and 'How well does your LCC Function' - Marcia asked the committee if they felt it would be

beneficial to give feedback from the comments offered. Bob Levy suggested adding about 3 paragraphs explaining some of the concerns for improvement which he felt would be sufficient. Marcia also asked if the committee felt whether the SPF SIG should offer the option of receiving bonus points for Minority Women Base Businesses? Jeff recommended that the GAC, or Executive Committee make the decision.

New Business and next meeting

Harold passed out various instrument tools addressing SPF SIG planning evaluation protocol. Harold asked if State Evaluators are to use these tools for [communities](#) or if the [communities](#) themselves are responsible for the rating? The question was followed by discussion on how to develop a plan for communities through SPF process.

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Next meeting will be an in-depth discussion on

- Survey of process evaluation
- The needs assessment on planning
- Implement[ation](#) of surveys
- News Letter

Next Evaluation Meeting will be April 17, 2007 at 10:30am

Adjourned.